



WYOMING DEPARTMENT OF EDUCATION

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WDE106 – District General Fund Cash Flow Report

# Data Collection Guidebook

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# WDE106 Data Collection Guidebook

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# Introduction

The WDE106 District General Fund Cash Flow Report is the official collection completed by school districts who wish to be considered for an advanced loan payment. Pursuant to W.S. 21-13-313(g), as a condition of receiving advanced payment from the School Foundation Account, districts subject to recapture or any district who's entitlement amount is equal to or less than 20% of their guarantee shall demonstrate financial need as documented by cash flow analysis. All recapture districts, regardless of their request for payment from the School Foundation Account, shall submit to the Wyoming Department of Education (WDE), a cash flow analysis detailing district monthly expenditures and revenues during the reporting period. The data reported on the WDE106 provides documentation of the cash flow analysis done to determine districts eligible to receive the loan and their amount.

The WDE Finance Unit and the Department of Audit review the WDE106 to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district's data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. The WDE106 collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE106 data collection. District staff will be able to review and edit data before certifying the WDE106 collection. The WDE106 will be collected through the Data Collection Suite (DCS) system. Questions regarding the WDE106 should be directed to:

- Trystin Green at (307-777-6206) or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov)

School Districts are required to submit a variety of data collections each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions.

## WDE106 Authority

There are several authorities that allow the WDE to collect data for the WDE106 collection. The different authorities are listed below:

[Wyoming Statute § 21-13-313\(g\)](#)

[Wyoming Statute § 21-13-316\(a\)](#)

[Wyoming Statute § 21-13-309](#)

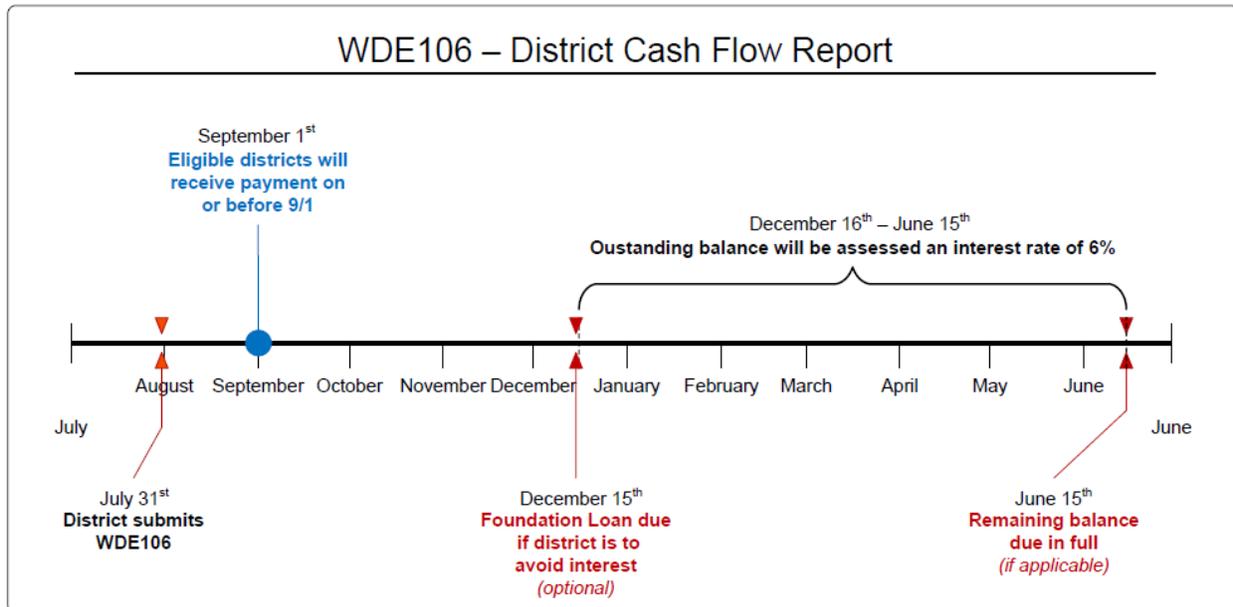
[Wyoming Statute § 21-13-102\(b\)](#)

[2011, Wyo. Sess. Laws, Ch. 185, Sec. 1.](#)

## Collection Schedule

**The WDE106 will open June 1, 2016 and is due by July 31, 2016.**

## WDE106 Timeline



## WDE106 Revenue and Expense Coding

Continue reporting Foundation Loan revenues as:

01 / 83191 / Target / Amount

Repayment of loan principal will be coded as a reduction of revenue:

01 / 83191 / Target / Negative Amount

Interest payments should be coded as:

01 / 6400 / 630 / Target / Amount

# Instructions

The WDE106 is submitted to WDE for reimbursement by completing and uploading the WDE106 Excel form through the WDE Data Collection Suite (DCS). To complete this process follow these steps:

## A. Accessing the WDE106 Collection Excel Form

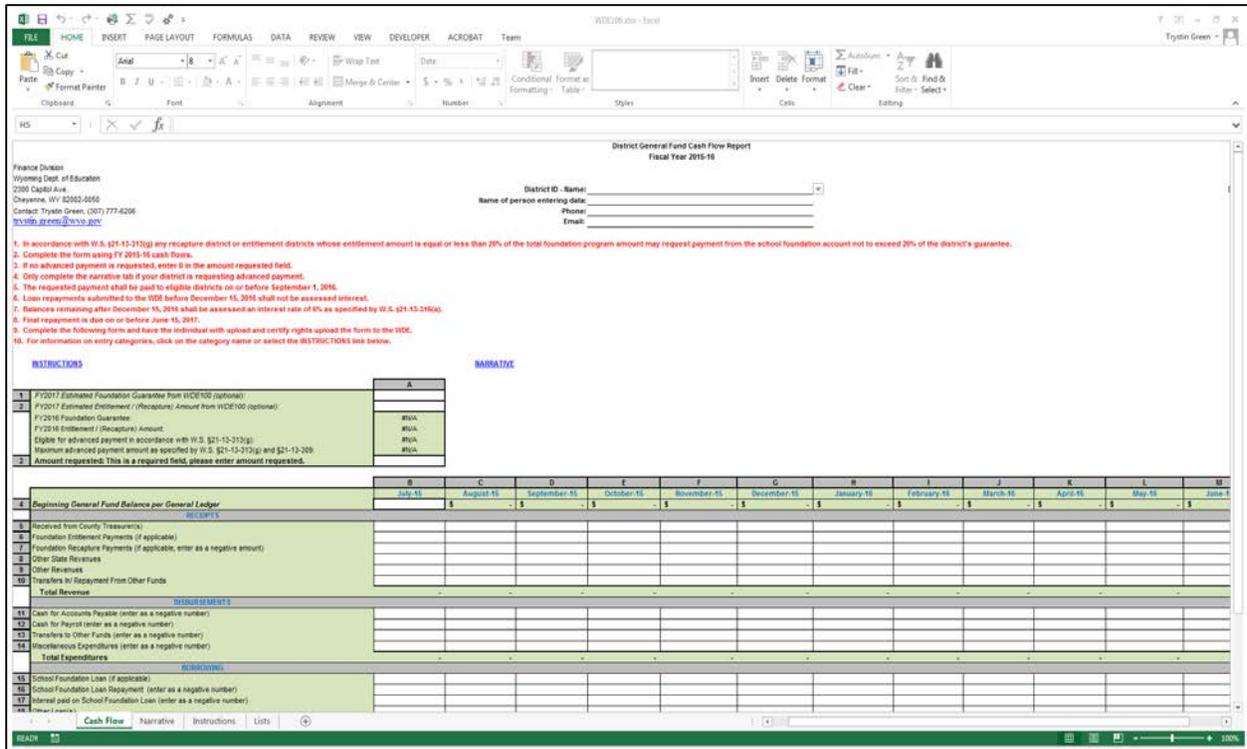
1. Go to the WDE homepage at <http://edu.wyoming.gov>.
2. Click **DATA & REPORTING** and select **Data Collection Suite-Forms Inventory**.



3. Click the carrot next to **WDE106** to expand it allowing you to access the information.
4. Click the **Documents** tab and then **WDE106** to retrieve your excel form.

Description	Contact	Documents
<b>WDE106</b>	District General Fund Cash Flow Report	District Under Review 07/31/2016
NAME	TYPE	DESCRIPTION
<b>WDE106</b>	Excel Workbook	Due July 31, 2016 for FY 2015-16 cash flows.
Training Slides	PDF Document	Cash Flow training slides.

5. Complete the required fields and save the form.



## B. Completing the WDE106 Excel Form Cash Flow Tab

- District ID – Select your district from the dropdown list.
- Name, Phone, Email – Enter the name, phone number and email address for the person completing the report.
- Estimated FY2017 Guarantee – This is an optional field. - Enter the FY2017 Foundation Guarantee amount from the WDE100. Amounts must match the most current FY2016 WDE100 submission.
- Estimated FY2017 Entitlement/ (Recapture) – This is an optional field. - Enter the FY2017 Foundation Entitlement/ (Recapture) amount from the WDE100. Amounts must match the most current FY2016 WDE100 submission.
- Amount Requested - Enter the dollar amount for the advanced payment requested; not to exceed 20% of the district guarantee. **(This is a required field and must be completed.)**
- Beginning General Fund Cash Balance - July's General Fund beginning cash balance as reported in the district's general ledger. **(This is a required field and must be completed.)**
- Revenues from County Treasurer(s) – Enter revenues received from the County Treasurer.
- Foundation Entitlement Payments – Enter entitlement payments received from the School Foundation Account (if applicable).
- Foundation Recapture Payments – Enter Foundation recapture payments (if applicable).
- Other State Revenues – Enter general fund revenues received from state sources (i.e. tax shortfall, cooperative services, WDE109 payments, etc.).
- Other Revenues – Enter any other revenues received not classified in the categories above.

- Transfers In/ Repayments From Other Funds – Enter transfers in/ repayments from other funds.
- Accounts Payable – Enter disbursements for accounts payable.
- Payroll – Enter disbursements for payroll.
- Transfers to Other Funds – Enter transfers out to other funds.
- Misc. Expenditures – Enter misc. expenditures not classified in previous sections.
- School Foundation Loan – Enter loan amounts received from the School Foundation Account.
- School Foundation Loan Repayment – Enter School Foundation Loan repayments.
- Interest Paid on School Foundation Loan – Enter interest paid on School Foundation Loan balance held after December 15th.
- Other Loan(s) – Enter loan amounts received from sources other than the School Foundation Account.
- Other Loan Principal Payments – Enter principal payments on other loans.
- Other Loan Interest Payments – Enter interest payments on other loans.

## Narrative Tab

- Narrative – Provide a brief explanation for the advance payment request. (This is a required field and must be completed.)

Finance Division  
Wyoming Dept. of Education  
2300 Capitol Ave.  
Cheyenne, WY 82002-0050  
Contact: Trystin Green, (307) 777-6206  
[trystin.green@wyo.gov](mailto:trystin.green@wyo.gov)

**District General Fund Cash Flow Report**  
Fiscal Year 2015-16

WDE106  
Revised: February 10, 2016  
Due: No later than July 31, 2016  
Expires: September 1, 2016

1. Complete the Cash Flow tab.
2. Provide a brief explanation for the advanced payment request.
3. Only complete the NARRATIVE section if your district is requesting advanced payment.
4. Complete the following form and have the individual with upload rights upload the form to the WDE.
5. For additional information select the INSTRUCTIONS link below.

[WDE106](#)
[INSTRUCTIONS](#)

N

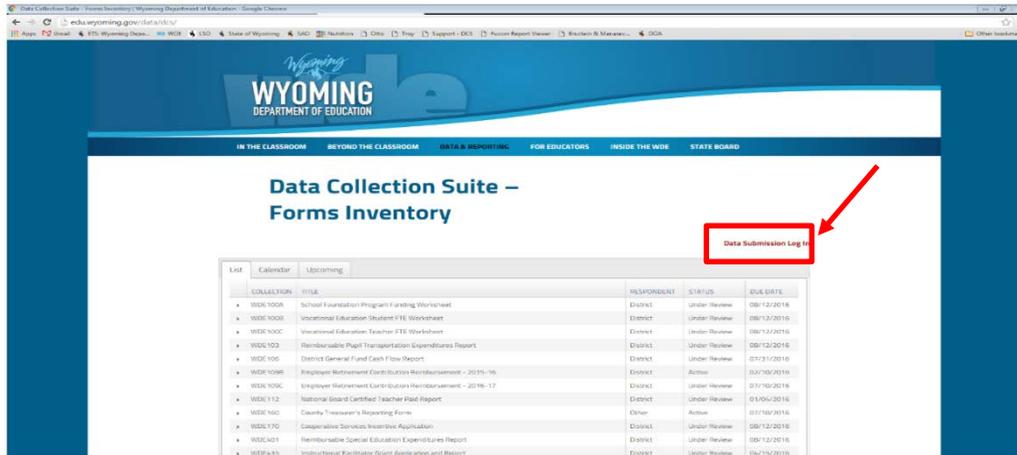
21

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Cash Flow
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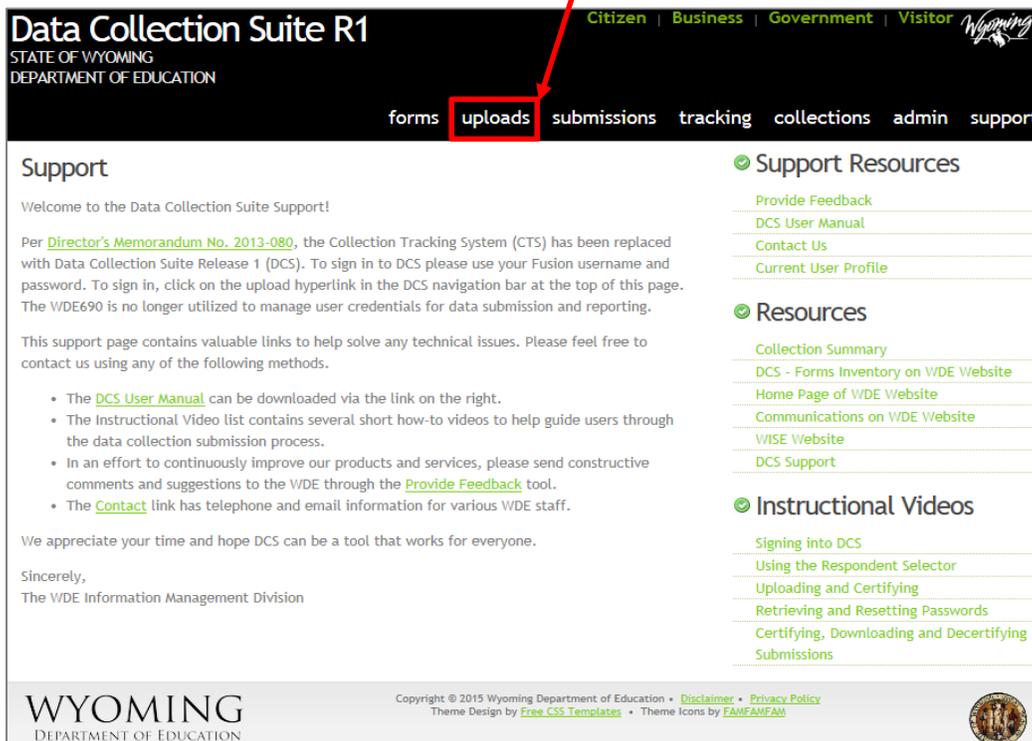
**Note:** Any area shaded green does not require input and is a calculated or informational field.

C. Accessing DCS to Upload the WDE106

1. Go to the WDE homepage at <http://edu.wyoming.gov>.
2. Click **DATA & REPORTING** and select **Data Collection Suite-Forms Inventory**.
3. Click the **Data Submission Log In** button.



4. Click the **Uploads** button. After clicking the uploads button you will be prompted to sign in using your **Fusion** username and password.



5. Enter your Fusion **User name** and **Password** in dialog box that pops up and click **Sign In**.

**Note:** If you do not have access to Fusion, please see your Fusion Administrator.

Sign In




Sign in using your fusion username and password.

Wyoming Department of Education

Type your user name and password.

User name:  Example: Domain\username

Password:

**Sign In**

6. Select **WDE106 – District General Fund Cash Flow Report** from the collection dropdown list.

**Collection Selector**

Collection:  
 ---Select a Collection---

If you feel there is a collection missing from this list, you may need to [request access](#).

7. For **File Role in Submission**, select **WDE106**.
8. Click the **Select** button to find your saved excel file.
9. Click **Upload File**.

**Collection Selector**

Collection:  
 WDE106 - District General Fund Cash Flow Report

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:  
 7/31/2016

**Submission Upload**

File Role in Submission  
 WDE106

**Upload File** [Reset Form](#)

File:  
 **Select**

Comments:

**Current Respondent**  
 You are currently representing:  
**Big Horn County School District #4**  
**Organization Code: 0204000**

**Previous Submissions**

2/12/2016 3:54 PM - Trystin District
2/12/2016 2:08 PM - Trystin District
2/12/2016 2:01 PM - Trystin District

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

**Note:** Under Previous Submissions, on the right hand side of the screen, you will see all submissions for your district. You can download any submission from this tab by clicking on that submission.

10. Click the **Validation Report** button to see your errors.

### Collection Selector

Collection: WDE106 - District General Fund Cash Flow Report

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date: 7/31/2016

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### Submission Upload

Your file has been uploaded. Would you like to upload another file?

**Validation Results Summary**  
 The submission package has not passed validation (error count: **2**). Please review the validation report to review data validation errors.

**Current Respondent**  
 You are currently representing:  
**Big Horn County School District #4**  
**Organization Code: 0204000**

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**Previous Submissions**

- [3/28/2016 2:58 PM - Trystin District](#)
- [2/12/2016 3:54 PM - Trystin District](#)
- [2/12/2016 2:08 PM - Trystin District](#)
- [2/12/2016 2:01 PM - Trystin District](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

11. Review and correct errors until submission is valid and no errors are shown.
  - a. To do this you will need to make your corrections to your excel form and go through the upload process again.
12. Once your submission is valid, the **Certify** button will appear, click it to start the submission of your report to WDE.

**Validation Report:**  
**Loading Results for Submission Package: 2/12/2016 2:01 PM - Trystin District**  
 Collection:  
**WDE106-District General Fund Cash Flow Report**  
 Is the submission valid? **Yes**  
 Validation Engine Start: **Friday, February 12, 2016 at 2:01:33 PM**  
 Validation Engine End: **Friday, February 12, 2016 at 2:01:36 PM**  
 Submitter: **tdistrict, trystin.green@wyo.gov, 307-777-7777**  
 Number of Errors: **0**  
 Number of Warnings: **0**

**WDE106 - District General Fund Cash Flow Report**

- **This collection cycle is officially open.**
- Due Date: **7/31/2016**
- Window Opening: **6/1/2016**
- Window Closing: **7/31/2016**
- Expected Number Of Respondents: **48**
- Start: **7/1/2015**
- End: **6/30/2016**

Set	Is Valid
No records to display.	

13. Click **Certify** again to complete the submission of your report.

### Certify Submission Package

- Collection: **WDE106 - District General Fund Cash Flow Report**
- Due Date: **7/31/2016**
- Creation Date: **2/12/2016**
- Last Modified: **2/12/2016 2:02 PM**
- Last Modified By: **tdistrict**
- Submitter Name: **Trystin District**
- Submitter Phone: **307-777-7777**
- Submitter Email: **trystin.green@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By	
106 test upload	.xlsx	2/12/2016 2:01:32 PM	2/12/2016 2:02:00 PM	tdistrict

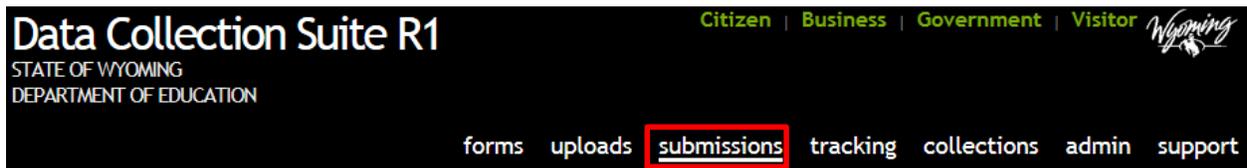
I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

# Downloading, Saving and Printing the WDE106

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS submissions tab, you will see all submissions for the WDE106. There are two types of statuses: **Editing** and **Certified**. The **Editing** submission is the one you are working on. The **Certified** submission is highlighted in green and is the final report submitted to WDE. The **Certified** submission is the one you should download and save. You can download any report in this list and save or print it at any time.

## A. Accessing the Submissions Log

1. Click the **Submissions** tab.



2. Select the **Collection: WDE106 – District General Fund Cash Flow Report**.
3. Click the **Download** button by the submission you wish to download.

Submission Administration					
Collection Selector					
Collection: WDE106 - District General Fund Cash Flow Report					
If you feel there is a collection missing from this list, you may need to <a href="#">request access</a> .					
Collection Due Date: 7/31/2016					
Submissions					
	Submission	Submitter	Status	Last Modified By	Last Modified
<a href="#">Download</a>	<a href="#">3/28/2016 - Trystin District</a>	Trystin District	Editing	tdistrict	3/28/2016 2:58 PM
<a href="#">Download</a>	<a href="#">2/12/2016 - Trystin District</a>	Trystin District	Editing	tdistrict	2/12/2016 3:55 PM
<a href="#">Download</a>	<a href="#">2/12/2016 - Trystin District</a>	Trystin District	Certified	tdistrict	2/12/2016 2:10 PM
<a href="#">Download</a>	<a href="#">2/12/2016 - Trystin District</a>	Trystin District	Editing	tdistrict	2/12/2016 2:02 PM

4. The following notification will be displayed on the bottom of the screen. Select either Open or Save the form.



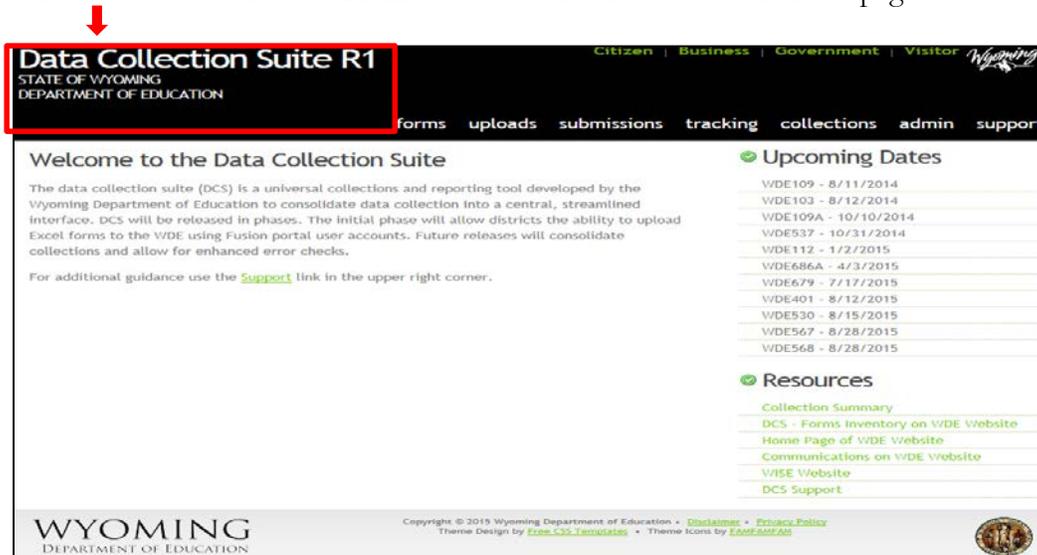
# About DCS

## A. Logging Out

You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you simply close the web browser.

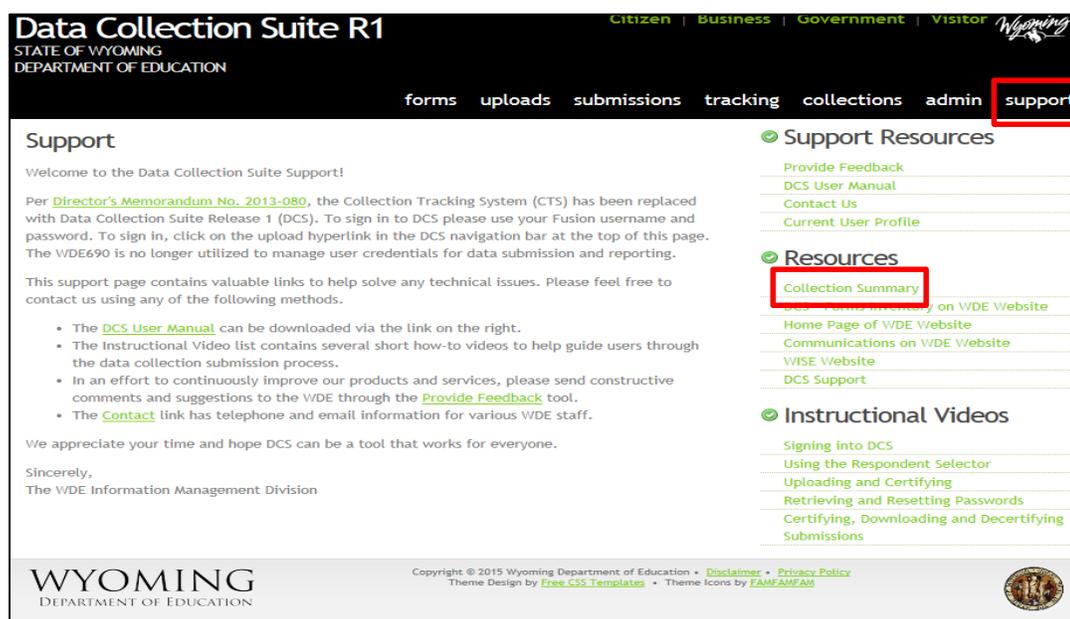
## B. Home Button

1. This is a button. Click the **Home** button to return to the main DCS page.



## C. Support

The Support page has many useful videos, tools, links and information that can help you. Click the **Support** button on the black navigation bar to go to the Support page.



Clicking the **Collection Summary** link provides you with a list of reports that are open and the status of that report. Clicking the **Download** button allows you to retrieve your reports.

Collection Submissions Summary					
School Year: <span>2015-16</span> ▼					
Collection		Due Date	Submitter	Submit/Certify Date	Status
WDE103	Reimbursable Pupil Transportation Expenditures Report	8/12/2016	Trystin District	2/24/2016 11:46 AM	Certified <a href="#">Download</a>
WDE106	District General Fund Cash Flow Report	7/31/2016	Trystin District	2/12/2016 2:10 PM	Certified <a href="#">Download</a>
WDE112	National Board Certified Teacher Paid Report	1/4/2016			
WDE401	Reimbursable Special Education Expenditures Report	8/12/2016	Trystin District	3/1/2016 9:00 AM	Certified <a href="#">Download</a>
WDE435	Instructional Facilitator Grant Application and Report	4/15/2016			

## WDE106 DCS Roles

The following table outlines what each role is allowed to do in the form.

Role	Edit	Validate	Certify	Report
WDE106 Read	No	No	No	Yes
WDE106 Edit	Yes	No	No	Yes
WDE106 Certify	Yes	Yes	Yes	Yes

To see what roles are assigned to you follow these steps:

1. Go to the **Support** page.
2. On the right hand side of the screen, under **Support Resources**, click the green label called **Current User Profile**.

User Identity Claims	
Username: <b>tdistrict</b>	
Display name: <b>Trystin District</b>	
First name: <b>Trystin</b>	
Last name: <b>District</b>	
Phone: <b>307-777-7777</b>	
Email: <b>trystin.green@wyo.gov</b>	
Role Memberships:	
Role	Organization
Fusion User	Big Horn County School District #4
WDE103 Certify	Big Horn County School District #4
WDE103 Certify Test	Big Horn County School District #4
WDE103 Edit	Big Horn County School District #4
WDE103 Read	Big Horn County School District #4
WDE109 Certify	Big Horn County School District #4
WDE109 Edit	Big Horn County School District #4
WDE109 Read	Big Horn County School District #4
WDE112 Certify	Big Horn County School District #4
WDE112 Edit	Big Horn County School District #4
WDE112 Read	Big Horn County School District #4
WDE401 Certify	Big Horn County School District #4
WDE401 Edit	Big Horn County School District #4
WDE401 Read	Big Horn County School District #4
WDE703 Certify	Big Horn County School District #4
WDE703 Edit	Big Horn County School District #4
WDE703 Read	Big Horn County School District #4

## Frequently Asked Questions

1. Who do I contact with WDE106 questions?
  - a. Contact Trystin Green at 307-777-6206 or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov).
2. Who do I contact with submission questions?
  - a. Contact Trystin Green at 307-777-6206 or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov).
3. Who do I contact with questions regarding the advanced payment loan?
  - a. Contact Jed Cicarelli at 307-777-5808 or [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov).
4. Who do I contact regarding Usernames and Passwords?
  - a. Contact your district's fusion administrator.
  - b. If further help is needed you may contact Susan Williams at 307-777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).